

## **PROMOTIONS**

### **SENIOR MEMBERS**

1. Promotions are one of the methods available to recognize Civil Air Patrol members for their achievements and accomplishments. There are several ways a member can earn promotions, as listed below:

- a. Duty Performance.
- b. Special Appointment.
- c. Mission-Related Skills.
- d. Professional Appointments and Promotions.

2. When a member is recommended for promotion, it is the responsibility of the unit commander and the unit personnel officer to make sure the individual is qualified, as to the type and method of promotion and grade requested. All training should be reflected on the Senior Training Report, if not, documentation of training and other prerequisites, as to the method of promotion, will be attached to the CAP Form 2a (Request for Promotion Action). For information **not shown** on the Senior Training Report, the unit personnel officer will forward documents to National Headquarters (Senior Training), to bring the training record up-to-date.

3. To prevent delays in promotion requests, the unit commander and the unit personnel officer should be familiar with the routing as to the method of promotion. Delays can effect the performance and retention of senior members, so make sure the routing is sent to the correct approving authority.

4. For the senior member to enhance their possibilities of promotion, in all levels of the Senior Training Program. They should perform their duties in an outstanding manner, take on added responsibilities in Civil Air Patrol, plus attendance at the cadet special activities, passing on their knowledge and experience. Another part, is wearing the uniform. We as senior members set the example, by the way we wear our uniform and the way people see us in our uniform. Look sharp, be sharp!

5. When completing the CAP Form 2a (Request for Promotion Action). The Illinois Wing requires the following information in **section VII (Remarks)**:

**(Initial (s) - Surname) is an active member of the (Charter number) (Squadron/Group) and performs (his/her) duties in an exemplary manner.**

6. Always remember to make a copy for the suspense action file.

7. For additional information on promotions, check the reference directive or with the unit personnel officer.